



Career Opportunity

March 27, 2023

**Register Program Administrative Assistant
(Historian/Archaeologist & Preservationist I)
Payband 3**

Position #W0167

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hourly Rate

\$18.00

Position Description

The Department of Historic Resources (DHR) is seeking an energetic individual to fill the part-time position of Register Program Administrative Assistant. DHR values its staff and has a great working culture. The selected individual will work closely with the Register program historian and Community Services Division director to complete administrative tasks associated with the Virginia Landmarks Register and National Register of Historic Places, the legal notification process required by state and federal regulations, and joint meetings of the Board of Historic Resources and the State Review Board. Essential duties will consist of supporting the Register Program Historian and Register Program Manager by coordinating and attending pre-board meetings; assisting with preparing Board members' materials; creating and updating schedule; taking minutes and posting on agency's website; presenting preliminary information forms at board meetings; updating VLR Online entries and updating VCRIS records; preparing and processing letters for mass mailings; proactively assist with identifying methods to streamline and improve the notification process; performing file management by assisting with updating Register program guidance documents, forms, letter templates; delisting process and clearing a backlog; assisting with reviewing and reconciling hard copy files and information in VCRIS and other DHR databases as well as VLR Online, including identifying correct NHL boundaries; assisting with maintaining DHR's list of Register plaque suppliers. Additional duties may be assigned. **This position is not eligible for state benefits and is subject to a maximum of 1500 hours per year (during a 12-month period running from May 1 to April 30).**

Qualifications Guide

Proficiency in MS Office applications to include MS Word, MS Excel, MS PowerPoint. Experience with or ability to learn Adobe Acrobat and Photoshop Elements or similar software; strong written and oral communication skills; ability to organize and manage complex, multiple-step administrative processes while meeting all regulatory deadlines. Associates degree in administration, communications, or related field of study strongly desired. Teleworking options may be available at the discretion of the supervisor. The selected candidate will be required to complete a criminal background check as a condition of employment. A valid driver license is required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, MARCH 31, 2023, at <https://www.jobs.virginia.gov/home>

EOE

DHR is an equal opportunity employer who values diversity in the workforce. Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.